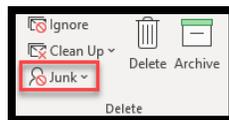


Junk Mail in Classic Outlook

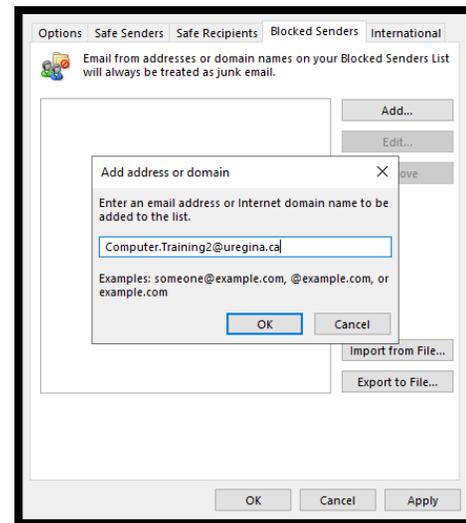
1. In your top navigation bar, select **Junk**
2. Select **Junk E-mail Options...**



Here you can add **Safe Senders**, **Safe Recipients**, and **Block Senders**

To Block Senders:

3. Click **Block Senders**
4. Click **Add...**
5. Type in the email address
6. Click **OK**



Junk Mail in New Outlook

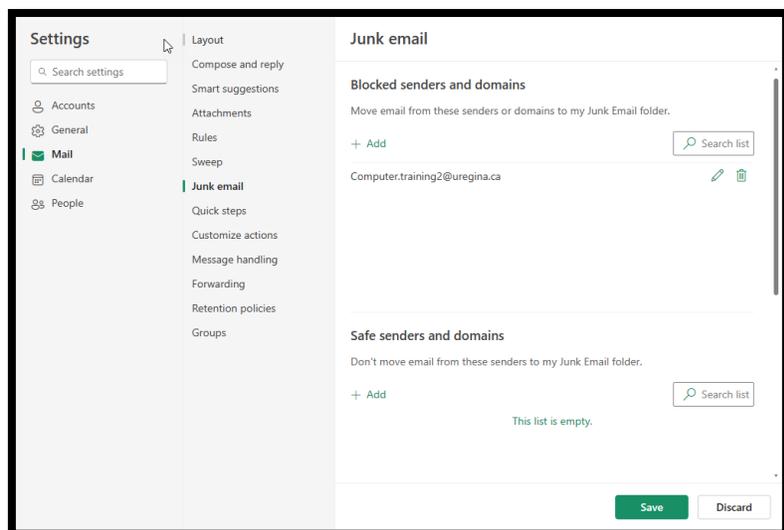
1. Click on the Settings Cog Wheel
2. Go to **Mail**
3. Click **Junk email**



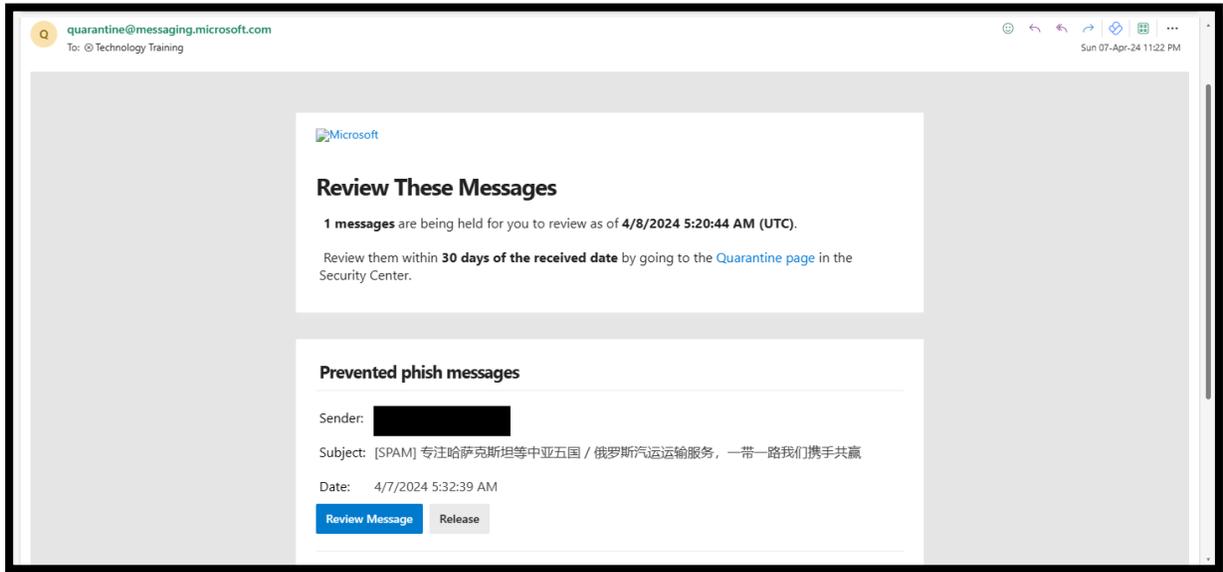
Here you can add **Blocked senders and domains** and **Safe senders and domains**

To Block Sender

4. Click **Add**
5. Type in the email address
6. Click **Save**



What is Quarantine?

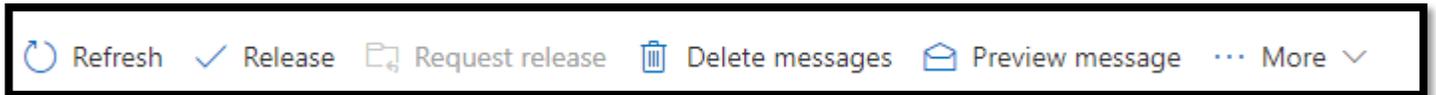


You may receive an email from Microsoft with the subject line "You Have Messages in Quarantine," when messages have been flagged for security risks. This is a security feature implemented as part of M365 Outlook.

How to View your Quarantine Emails?

Go to Microsoft Defender: [Quarantine - Microsoft Defender](#)

Within the defender, you have lots of options as seen below.



- **Release:** This option will allow you to release the message back to your mailbox
- **Delete messages:** This will delete your message from your Quarantine
- **Preview Message:** This will allow you to preview the message content
- **Under More:** You can block the sender or just preview the heading of the message

How to View your Shared Mailbox Quarantine Emails?

1. Select **Filters**
2. Under **Recipient Address** type your Shared Mailbox
3. Click **Apply**

